

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND  
HEADQUARTERS OPERATING  
INSTRUCTION 37-112**

**17 May 1996**

**Information Management**

**HQ AFRES FORM 4, ROUTING SLIP**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

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(Maj Jeanne Cole)  
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This operating instruction implements AFRPD 37-1, *Information Management*, and establishes procedures for using HQ AFRES Form 4, **Routing Slip**. It applies to all personnel assigned to HQ AFRES.

**SUMMARY OF REVISIONS**

This revision generally updates the entire text of HQ OI 10-1.

**1. HQ AFRES Form 4.** Staff offices use this form for routing purposes. When five or more office symbols are required, form may be overprinted; however, do not overprint names or telephone numbers. Use electronic version whenever possible. If overprinting is required, contact IMPD for cutsheets.

**2. Form Prescribed.** HQAFRES Form 4, **Routing Slip**.

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